

SECRET

16 April 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Draft Regulation - "Travel~~d~~ Itineraries and Notification of Changes"

1. This memorandum is an effort to organize my views on the draft regulation~~s~~ and the objections that have been raised to it. In the course of our survey of personnel security we noted supervisory deficiencies as the main flaw. An aspect of this was lack of uniformity in awareness of the supposed whereabouts of an employee who was absent from duty. We were most~~s~~ struck by a lack of uniform policy re return travel from overseas by an indirect route. Our finding and recommendation regarding this indirect travel follows:

IG Finding

The employee returning from overseas upon completing his tour often takes annual leave and returns to Headquarters by an indirect route. There is nothing that can be done to stop this practice, nor would we want to. The fact remains, however, that the Agency is out of touch with the employee over a period of some time--often several weeks. We found appreciable variation among the policies of the various Operating Division with regard to control pf private travel of returnees. The return~~ee~~ of most concern is the one who is recalled for cause before completing his tour and is allowed to return by a circuitous route.

IG Recommendation

That uniform procedures be established and followed for controlling private foreign travel upon returning from overseas assignment--to include a requirement that employees report in by telephone immediately upon returning to the States.

2. Our recommendation was limited to return travel by an indirect route. The proposed regulation addresses itself to all travel. It goes well beyond the Inspector General's recommendation, but I don't think we should find fault with it on that score. I believe a regulation such as this is needed. I have set forth below the points that I think ~~would~~^{should} be covered, together with comment as to what is already in the regulations. I stress that my comments re the regulations are not necessarily complete. There might be points squirreled away in the regs that I have missed.

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Management should know the whereabouts of employees who are on leave.

Comment: This originally appeared in the draft but has been eliminated, presumably by someone in the DD/P. This deletion from the original draft puzzles me. The requirement already appears in existing regulations, as is shown by the following quotations:

"Chiefs of Station or Base are responsible for ensuring that supervisors keep informed of the whereabouts of their employees who are on leave." [redacted] "Each employee shall keep his supervisor informed of his whereabouts while on leave."

The employee should submit an itinerary when leaving his duty point of origin.

Comment: This requirement already appears in the regulations. "Supervisors shall obtain the itineraries and dates of travel of employees under their jurisdiction." [redacted]

The employee's destination duty point should be notified of his ETA.

Comment: I don't find anything on this in the regulations although I would think that it would be there.

The traveller should notify appropriate authorities of significant changes in his itinerary affecting his ETA.

Comment: There already is something in the regulations that approaches this requirement. "Employees shall inform their supervisors of any significant changes in their itineraries or dates of travel!" [redacted]

Travellers should be told with whom they should communicate, and how, in event of emergency or significant change in itinerary affecting ETA.

Comment: I find nothing in the regulations on this point.

The employee should report his arrival at his destination duty point, either in person or by telephone.

Comment: Reportedly there is resistance within the DD/P to this requirement. I have little sympathy for the DD/P objection. I agree that such a step could not prevent a defection, but I believe we could be held remiss in failing to establish at least the very minimum sort of a safeguard.

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Action to be taken by appropriate authorities at the destination duty point if the employee fails to report on schedule.

Comment: I find nothing in the regulations on this point.

3. I suspect that the reviewers of [] draft balk most at its sheer length. I do too. [] has broken his draft down into three categories of travel: (1) from headquarters to the field, (2) from the field to headquarters, and (3) field to field. It ~~may~~ might be possible to materially reduce the length of the draft by combining the three, referring merely to "duty point of origin" and "destination duty point."

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IN REPLY REFER TO:
Jobs #3889, 3890,
3903 and 3904-GHT

MEMORANDUM FOR: Executive Director-Comptroller - 1
Deputy Director for Science and Technology - 1
Deputy Director for Plans - 3
Deputy Director for Intelligence - 1
Inspector General - 1
*General Counsel - 1
Director of Personnel (Info) - 1
Special Support Assistant to the DDS (Info) - 1

SUBJECT : Proposed Revision of [REDACTED] and New
[REDACTED] to Provide Requirements for
Notification of Employees Whereabouts

1. Please review the attached proposals and let us have your concurrence or comments within five workdays.

2. This proposal was prepared by the Office of Personnel in response to a request from the Inspector General. Any questions may be referred to [REDACTED]

[REDACTED]
Special Assistant to the
Deputy Director for Support

Attachments:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
- *5. Concurrence Sheets

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Remarks: Re Proposed Revisions of					
<p>We have reviewed the attached drafts and have one revision to suggest. We propose that the "Office of Security" should be included in paragraph in the listing of components to be notified, to follow the "Office of Personnel."</p> <p>We have also taken note of the objections raised by the Associate General Counsel in his memorandum of 23 March 1964; we believe the points raised therein are valid and should be taken into account in final drafts.</p>					
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